

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Crime Analyst	Job Code: 4233
Date: October 17, 2019	EEO Code: PR
FLSA Designation: Non-Exempt	Civil Service: Covered (UC)

DEFINITION: This is professional tracking and analysis of criminal activity data to identify crime patterns and other actionable intelligence items and make recommendations, based on findings, on the deployment of Police Department resources.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all work under general direction. This work is distinguished by its emphasis on providing professional statistical analysis and recommending courses of action based on findings.

ESSENTIAL DUTIES: Perform statistical, investigative, and tactical analysis of crime trends in the City; collect, analyze, and interpret data and statistics using quantitative and qualitative methodology; review a wide variety of criminal and quality of life data points to identify patterns, commonalities, and probability factors; visually and verbally demonstrate associations among persons, organizations, property, and/or criminal events; review patterns and statistical models to identify series and predict future activity; evaluate correlations between crime and non-crime factors; review various data to identify suspicious persons and organizations, including the recording of their activities in accordance with applicable legal statutes; maintain library of intelligence sources, network contacts, and various other crime analysis tools.

Prepare various records, reports, graphs, charts, and presentations of analytical findings and real-time crime data; provide hotspot maps, bulletins, sheets, traffic analysis, timelines, flow charts, and wanted subject summaries in support of Community Oriented Policing and departmental goals; present information and findings to officers, command staff members, and other applicable parties; research and answer questions stemming from analytical findings; recommend patrol, surveillance, and/or other deployment of department resources based on statistical results, actionable intelligence, and analytical findings; oversee the sharing of critical intelligence data within the department and with outside agencies including developing efficient workflow processes.

Conduct research in response to internal and external information requests in accordance with applicable laws, rules, and regulations; maintain a tracking record of disseminated information; enter statistical information into a variety of systems and databases; utilize job-specific software programs and databases and recommend changes as needed; using ESRI and ArcView programs, create deployment maps and other geographic data; coordinate departmental GIS needs with City-wide GIS employees; represent City interests on various boards, committees, or groups; draft policies and procedures regarding the intelligence program; perform other duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Criminal Justice, Sociology, Statistics, Economics, Information Systems, Behavioral Science, or related field and three (3) years of experience performing statistical analysis, preferably in a public safety environment **OR** an equivalent combination of job-related education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: Knowledge of: tactical, strategic, and statistical analysis methods and processes; applicable Federal, State, and local laws, codes, rules, and regulations; GRAMA and Public Information Act requirements; crime analysis; behavioral and geographic profiling methods; basic investigative procedures and general law enforcement practices; department rules and regulations; modern research methods and techniques; basic English composition and grammar; relationships between law enforcement, courts, and corrections; behavioral patterns and motivations of criminals; socio-economic, cultural, psychological, biological, environmental, and historical influences on behavior. **Skill in:** using program specific software and basic Excel and Word programs; gathering and analyzing data and trends; analyzing qualitative and quantitative data using calculations such as frequency, percent-change, cross-tabulations, central tendency, measures of variance, and correlations; developing statistical models including randomization. **Ability to:** quickly and accurately perform work; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; differentiate between causation and correlation; organize assigned work and develop effective work methods; prepare clear, concise, and informative reports, presentations, graphs, charts, and other statistical presentations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness and a high commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Motorized vehicle, calculator, telephone, computer, job-related software programs, and general office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer desk for long time periods while maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except exposure to stressful circumstances such as meeting deadlines or contact with individuals in emotionally charged situations.

R. Ferguson
Department Director

10-16-19
Date

[Signature]
Mayor/Chief Administrative Officer

10/17/19
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.